DEPARTMENT OF THE ARMY

U.S. Army Engineer District, Rock Island Clock Tower Building Rock Island, Illinois 61201

NCROD Memorandum No. 11-1-11

18 May 1983

ARMY PROGRAMS

Corps of Engineers' Energy Program (CEEP)

- 1. Purpose. To establish policy, responsibility, procedures, and guidance for executing and reporting energy conservation (EC) activities.
- 2. Applicability. This memorandum is applicable to all technical staff and field elements of the Rock Island District.
- 3. References.
 - a. ER 11-1-10
 - b. DOD 5126, 46M, Defense Energy Information System (DEIS).
 - c. Ar 415-15, Military Construction Army (MCA) Program Development.
 - d. Army Energy Plan (AEP).
 - e. Army Facilities Energy Plant (AFEP).
 - f. ER 360-1-1
- 4. Objective. To reduce District energy consumption to meet Corps of Engineers' goals.
- 5. Policy. Energy conservation will be promoted in all District design, construction, operation, and maintenance activities.
- 6. Responsibilities
- a. Energy Conservation Coordinator (ECC) will administer the Energy Conservation program by establishing procedures for its accomplishment, will select, with assistance of the participating divisions, EC study teams, coordinate in-house EC studies, prepare scope of work for A-E contracts, and coordinate the District's overall Energy Conservation Program.

- b. Construction Division will encourage contractors to participate in the EC program and assist them in their efforts to conserve energy, provide personnel to assist other divisions on inhouse ED studies, and offer assistance in establishing and maintaining EC procedures.
- c. Engineering Division will identify projects which appear to EC potential to the ECC. Assist the ECC in the selection of EC study teams, in coordination with the ECC, conduct EC studies when these projects have passed the concept stage, provide personnel to assist other divisions on in-house studies, and report selected projects and results of EC studies to the ECC.
- d. Operation Division will identify projects which appear to have EC potential to the ECC. Assist the ECC in the selection of EC study teams, in coordination with the ECC, conduct ECC studies, report schedule of planned EC studies and study results to the ECC, encourage contractors to participate in EC program and assist them in their eforts, and provide manpower to assist other divisions on in-house EC studies.
- e. Energy Conservation Committee will provide general guidance for the program, review EC proposals submitted by the ECC for in-house study, make recommendations to the District Commander for solutions, funding, and personnel deficiencies in problem areas. From projects submitted by Operations, Engineering, and Construction Divisions, and other sources, the board will select, plan, and approve an EC study schedule. The committee, which will meet once each quarter, will consist of eight members, one each from Construction Division, Program Development and Planning Division, two from Engineering Division, and three from Operations Division. The District ECC will serve as chairperson of the committee.
- 7. Areas of Application. The application of energy conservation opportunities will fall into four categories as follows:
- a. Installation Energy Plan (IEP). The District IEP will serve as the guide for implementation of all currently identified energy conservation opportunities (ECO's).
- b. Design. Energy conservation will be applied and stressed in all in-house design and in review of design accomplished by Architect-Engineers. Any possible areas of application of energy conservation will be exploited and reported to the Energy Conservation Coordinator.
- c. Studies. The Operations, Construction, and Engineering Divisions will select specific items or activities which warrant further study. In-house energy conservation studies will be undertaken to reduce the cost of such items or activities.

- d. Suggestions. In addition to the selections described above, suggested items offered by individuals in the District Organization will also be carefully considered by the Divisions and the ECC for possible in-house study.
- 8. Publicity. To promote interest and added participation in the Value Engineering Problem, every available means of publicity will be utilized. The ECC will maintain contact with the Public Affairs Office and keep that office aware of progress made in the program. The Public Affairs Office will publicize all on-going and completed projects resulting in energy savings.
- 9. Awards. Energy conservation recognition will be coordinated to the practicable extent with incentive awards activities. When it is warranted, recognitions for such incentive awards activities. When it is warranted, recognitions for such achievements will be means of a Special Achievement Award (Special Act or Service). Recommendations will be by three copies of DA Form 1256 originated by the ECC, signed by the District Commander, and forwarded through channels to the Personnel Office. Complete, concise, and comprehensive justification, with pertinent supporting documentation, assembled in chronological order properly indexed and tabbed as demand appropriate, will be submitted int triplicate along with the DA Form 1256. Audits of savings, when appropriate, will also be attached. A positive statement regarding the relationship of the achievement to the nominees job responsibilities must be submitted.

FOR THE COMMANDER:

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